

Collettsville School

4690 Collettsville School Drive
Collettsville, N.C. 28611
Telephone: (828) 754-6913

Craig Styron, Principal

Collettsville School Vision Statement

Collettsville School will provide, in partnership with the community, a 21st century education. All students will have the opportunity to reach their full potential within a caring, secure learning environment.

Collettsville School Mission Statement

The mission of Collettsville School is to equip students with 21st century skills which will allow them to function in an increasingly global environment. It is our goal to create not only outstanding students but also lifelong learners with the capabilities to function in the world they will inherit.

This Student Planner belongs to:

Name _____

Phone _____

Address _____

Grade _____

Homeroom _____

COLLETTSVILLE SCHOOL GUIDELINES AND POLICIES

Many of the guidelines and policies listed in this section are formed from the Caldwell County School Board (CCSB) policies that are referred to in each section. Much of what is contained here is direct quotation or paraphrase of the exact policy.

All CCSB policies cannot be printed here in their entirety because of space limitations. A comprehensive and current listing of ALL CCSB policies can be found online at: <http://sc.caldwellschools.com/education/components/docmgr/default.php?sectiondetailid=18938&linkid=nav-menu-container-1-117248> and a hard copy of a particular policy can be provided by the school at the request of a parent or student during regular school hours.

All parents and students sign a form that acknowledges that they have read this entire handbook. All items contained within apply to all students, even if they fail to read the handbook. Any student that cannot afford a planner/handbook will be provided one.

Any parent or student with questions or concerns regarding Collettsville School guidelines, procedures, or policies should contact the principal.

ACADEMICS

All teachers use the North Carolina Standard Course of Study and Core and Essential Standards to guide their curriculum. Textbooks, resources, and other materials are used to provide quality instruction for all students. Students in grades K-2 receive pupil progress reports with achievement level descriptions of 1,2,3, or 4 each nine weeks grading period. Students in grades 3-8 receive report cards with letter grades of A,B,C,D, or F each nine weeks grading period. End-of-Grade tests are administered in May or June for students in grades 3-8 in reading and math as well as grades 5 and 8 taking science. Students in all grade levels receive specialty area instruction in PE, Music, Media, and Computers. Band is offered for middle school students. Teachers are also available to students who qualify for Exceptional Children's programs, including Speech. Caldwell County Schools provide Academically/Intellectually Gifted services for students meeting eligibility criteria. Referrals for these programs or additional information may be acquired by contacting the Resource teacher or AIG Specialist at school. (*CCSB Policy 7521: Grade Reporting and other sections within the 7000: Curriculum & Instruction Section*)

ATHLETICS

Students are required to maintain passing grades, maintain satisfactory attendance, and meet satisfactory behavior standards to participate in school sports. All athletes are required to have a copy of a current sports physical form on file at school before trying out for any school team. A physical is good for one year. The Caldwell County School System will purchase blanket athletic coverage for all middle school athletes. This coverage will apply to injuries resulting from athletics only. It will not cover other student accidents. Insurance is provided for students trying out for or participating in school athletics. Please contact the school office or the athletic director for information regarding coverage. If a student is injured, the school secretary must be notified in order to complete the school's portion of the claim form for processing.

Sports schedules, tryout information, and practice schedules will be released early each year. Depending on the activity, students may have to participate at Gamewell Middle School and meet all of the athletic requirements of that school as well. (*CCSB Policy 3140: Student Athletic Eligibility*)

ATTENDANCE

The CCSB and Collettsville School staff seek full cooperation from parents and students in promoting good attendance and punctuality. The primary responsibility for school attendance rests primarily with students and parents. The principal of Collettsville School has appointed an Attendance Committee to promote regular student attendance and address attendance issues if they arise. Parents should carefully read the entire CCSB policy on attendance for both elementary and middle school students to make sure they are familiar with all requirements and laws.

Quality instructional time is a top priority for Caldwell County Schools. Regular attendance is a very important factor in student success. Work missed while a student is absent is difficult to make up as there is no substitute for quality instructional time, classroom discussion/activities, and interaction. Regular attendance is required by the Compulsory Attendance Law. Excessive unexcused absences may result in one or more of the following:

- An attendance contract that has specific requirements and listed consequences for failure to meet the school expectations for student attendance;
- The student being retained in the same grade at the end of the academic year;
- Notification of the appropriate county and state officials (i.e. District Attorney, Social Services, etc.); and/or,
- Other corrective action as deemed appropriate and necessary by the Attendance Committee and/or principal.

Parents should schedule all medical, dental, and other appointments after school hours or on teacher workdays. The school calendar for the academic year is provided well in advance for planning purposes. The parent/guardian will provide the school with a written explanation concerning all student absences upon their return to school. In some cases, a doctor's re-entry slip may be required by the school/Attendance Committee.

Parents may request assignments for absent students by 9:00 a.m. and pick them up in the

office between 2:45-3:30 p.m. or have them sent home with the student's sibling. Parents will be notified at the third, sixth, and tenth unexcused absence. Students having more than ten (10) unexcused absences may not be promoted to the next grade level (*CCSB Policy 3200 Student Attendance.*)

AWARDS

Collettsville School will honor students at Awards Day in June. The awards ceremony schedule will be announced in advance. Awards will be given in the following areas: Academics, A-team, Perfect Attendance, and Accelerated Reading as well as some other areas as announced. Particular requirements and awards will be explained by the child's teacher in the spring via newsletters. (*CCSB Policy 7522: Honors*)

BUS TRANSPORTATION

Students who live in the Collettsville School district have the option of riding a school bus to and from school. Bus stops will only be made at a residence of a current student within the school district.

Students residing in an area outside of the Collettsville district (attending Collettsville on an approved transfer) must provide his/her own transportation to school. For approved in-county student transfers, it is permissible for the students to ride a school bus, provided there is space available, from any normal bus stop within the Collettsville district once that student has provided his/her own transportation to the bus stop. Transfer students must get approval from the principal to ride the bus from a Collettsville resident's stop.

If you must make an emergency transportation change for your child, please contact the office as early in the day as possible. Lines may be very busy between 1pm and 2:30pm and you may be unable to get through in time. Transportation changes should only be done when absolutely necessary. Moving a student to another bus will be done if space is available and at the principal's discretion, so please make those calls early enough for that review and approval.

Order is essential to keep students safe on school buses. All school rules apply on school buses and at or around school bus stops and will be strictly enforced. Students who do not follow the bus rules will have disciplinary action that may include assigned seats, administrative disciplinary action, or have their privilege to ride the bus suspended and/or revoked by the principal. (*CCSB Policy 4420: Bus Conduct; CCSB Policy 4430: Scheduling and Routing of School Bus*)

CAFETERIA

A nutritious breakfast and lunch is served daily in our school cafeteria; therefore students are encouraged to participate in the cafeteria program. Students are strongly encouraged to pay in advance for their meals, preferably when they arrive at school on Monday mornings. We accept cash or a check made payable to the Collettsville Cafeteria. Occasionally a student may lose or forget their lunch money. ***If this occurs, they may charge their lunch for one day only.*** Otherwise, **lunch charges are not allowed.** Any student that has charges in the cafeteria will not be permitted to purchase supplemental

sale items at lunch. **(Prices are subject to change.)**

Meal prices are as follows:	Breakfast:	Students K-8	\$1.00
	Lunch:	Students K-5	\$1.85
		Students 6-8	\$2.05

(CCSB Policy 4500: Child Nutrition Program)

CONFERENCES/PARENT INVOLVEMENT

Parents are important partners in the educational process and play a vital role in working with teachers to ensure that students meet high behavioral and academic standards. The principal of Collettsville School encourages all parents to be involved in their student's school experience by sending notes, making notes in the student's agenda, calling the teacher, or conferencing with one or more teachers as needed.

Your child's teacher will be happy to arrange a conference with you that can include your child's regular core teacher(s), resource teachers, encore class teachers, and/or the principal. Please contact the school office between the hours of 7:30 a.m. and 4:00 p.m. to arrange a conference time that will be convenient for you. Please call as far in advance as possible in order to give staff members an opportunity to adjust and meet schedules. *(CCSB Policy 7532: Shared Accountability Standards)*

DELIVERIES

The Caldwell County School Board decided to eliminate deliveries of flowers, balloons, pizza, etc. to the school. Therefore, we will not accept deliveries for students. *(CCSB Policy 6560: Courier Service/Deliveries/Mail to Employees)*

DIRECTORY INFORMATION

Collettsville School may release Directory Information about students including name, address, telephone listing, date and place of birth, participation in school activities, height, weight, class rank of athletic team members, dates of attendance, degrees and awards received, and school last attended. Such information will be available for release unless the parent or student over age 18 requests that such information be withheld. Parents or eligible students have the right to object to the release of directory information or challenge the accuracy of the information by informing the school principal in writing. If dissatisfied with the principal's decision, the parent or eligible student may appeal to the Superintendent. *(CCSB Policy 3800: Student Records)*

DRESS CODES

Student dress and appearance are the responsibility of the parents. It is not the school's intention to interfere with the prerogatives of students or parents, yet in the learning environment it is felt that modesty, health, comfort, and the avoidance of distracting influences are vital. A student's appearance, mode of dress, or condition of personal hygiene shall not distract the learning environment or constitute a threat to the safety,

health, or well being of students and staff.

Disruptive hairstyles, clothing, accessories and other personal hygiene issues can include a large variety of things too numerous to list and will be decided by the principal as needed. Some basic guidelines (but the list is not complete or exhaustive) for Collettsville School are as follows:

- No sleeveless shirts
- No hats (males or females) inside the buildings
- No spaghetti (very thin) strap blouses
- No flip-flops or other beach/water shoes or sandals that look like flip-flops allowed in gym, recess, or outdoor classes
- Tennis shoes must be worn to, kept at, or brought to school daily to wear for recess, PE, and outdoor academic exercises for protection of feet
- No pajamas except on designated “pajama days”
- No undergarments worn or seen over or instead of outer wear
- No shirts or skirts that are too short or revealing
- No shirts/blouses unbuttoned or low cut/revealing
- No clothing, jewelry, or accessories displaying alcoholic beverages, drugs, tobacco products, violent acts or hatred
- No clothing, jewelry, or accessories with letters, initials, symbols, or wording that is obscene, threatening, offensive, inflammatory, distracting, disruptive or detrimental to the instructional process
- No hairstyles that are distracting in class including extreme colors or haircuts to include Mohawks, razor cuts, etc.

(CCSB Policy 3300-14: Student Conduct and 3310-Part V: Alcohol and Drug Abuse.)

DRILLS: FIRE/TORNADO/LOCKDOWN

Fire drills, tornado drills, and lockdown drills are held periodically during the school year. Students will be instructed on procedures. *(CCSB Policy 4120: Fire Prevention)*

DROPPING A CLASS

Students may only drop certain classes during the first ten days of the school year due to certain rules and regulations. Classes such as Algebra I, band, and other high school credit classes do have these date limitations and teachers will go over that during the first few days of class. Dropping one of these classes after the time limits have expired will result in a grade of ‘F’ for the course.

FIELD TRIPS

Field trips will be closely tied to the curriculum. Notice of field trips will be given to parents by teachers as soon as the trip is scheduled. Permission notices will be sent home to be signed by the parent/guardian, returned to the school, and kept on file. Teachers may require several signed forms depending on the trip. All trips are kept as affordable

as possible. Any parent with concerns or questions about a field trip or the costs should contact the teacher. (*CCSB Policy 7320: Field Trips and Academic Competitions*)

FINES/FEES

All fines or fees (including lost/damaged textbooks, unpaid cafeteria debt, lost/damaged library books, etc.) generated by a student are expected to be paid immediately. If a parent/guardian has a circumstance where it is difficult to pay fines/fees, the parent/guardian should contact the principal immediately to work out a suitable agreement.

Students with unpaid fines/fees may not be permitted to participate in special events, extracurricular activities or programs at the discretion of the principal. All fines/fees must be paid by the end of each academic school year.

HEALTHY YOUTH ACT OF 2009

Students in grades seven (7) through nine (9) will now have access to an abstinence-based comprehensive sexuality health education curriculum, per House Bill 88. Parents will continue to have the option for their child to participate in the Abstinence Until Marriage curriculum or no curriculum at all. Parents will receive a permission form to choose the curriculum in which they want their child to participate. Students who do not return their permission form will be placed in the comprehensive curriculum. Questions and concerns should be directed to the principal or Middle School Director. (*CCSB Policy 7211: Healthy Youth Act Curriculum*)

INSURANCE

School accident insurance will be available for all students who wish to purchase it. Enrollment forms, with price and coverage information, are available on our school website or may be picked up at the school office. Parents who choose to purchase student insurance should send the form and payment in within 14 days from the start of school. The insurance company will accept only checks or money orders, please do not mail cash. Do not send or make checks payable to the school. The basic school time coverage cost will be approximately \$10.00-\$15.00 for the 2013-2014 school year. More extensive coverage is available if parents desire to purchase. Details will be included in the packet of information at the beginning of the year. (*CCSB Policy 3620: Student Health*)

INTEGRATED PEST MANAGEMENT

The Caldwell County School system utilizes an Integrated Pest Management (IPM) approach for controlling insects, rodents, and other pests. Parents have the right to be notified in advance of specific pesticide applications made at the school. To view Policy 4302 in its entirety and to download a notification request form, go to www.caldwellschools.com/Parent and Students/Integrated Pest Management. (*CCSB Policy 4302: Integrated Pest Management*)

LOST AND FOUND

Articles which have been found should be taken to the office. Lost articles can be claimed by proper identification. Parents are recommended to clearly mark students' property with permanent marker. This also discourages unauthorized borrowing. Periodically throughout the school year, all unclaimed items will be donated to charity.

MEDIA CENTER

Teachers, in cooperation with the Media Specialist, will go over specific procedures regarding the media center. Students who fail to abide by library rules and procedures will risk losing library privileges. All library fines must be paid before any books can be checked out. All library fines must be paid by the end of the school year. Behavioral expectations in the Media Center are high and students are expected to be respectful of others.

MEDICATION/ILLNESS AT SCHOOL

Students who become ill while at school must report to their teacher. Students that are running a fever may not remain at or attend school until they have been fever-free for 24 hours without the aid of fever-reducing medications. In the interest of the health of ALL students, parents should always keep sick children at home or seek the advice of a physician. Injuries requiring medical attention will be handled on an emergency basis and parents will be notified. If a student needs medication during school hours, a consent form must be signed by a medical doctor and kept on file. Parents must also give written instructions for giving the medication. A specially trained person will administer all medications given to students. A Caldwell County Schools Medication Procedures brochure with appropriate consent forms and instructions will be sent home with students at the beginning of school. (*CCSB Policy 3620: Student Health*)

PARENT-TEACHER ORGANIZATION

Collettsville School's Parent-Teacher Organization (PTO) will meet periodically during the school year. Meetings are held in the gym at 6:30 p.m. and dates will be announced well in advance. All parents are invited to join the P.T.O. and attend the meetings. The data is clear – the more involved parents/guardians are (regardless of the age of the student,) the more successful the student is. Children must remain with parents during PTO meetings. A contact page for PTO Board Members is on the Collettsville School webpage that includes email and phone information. The PTO Board Members serve terms of two years. Elections are in the spring. Please contact PTO Board Members with any questions. (*CCSB Policy 9110: Parent Organizations*)

PARKING

Parking in front of the school is reserved for parents and visitors. Parking at the rear of the school is reserved for buses and staff. Students (of Collettsville School as well as any other Caldwell County School) are not allowed to park on campus. No vehicles are permitted to be left parked on Collettsville's campus unless the occupants of the car are inside the school conducting official school business. Everyone's careful attention to these designated parking areas will improve the safety of our students.

PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES AND EVENTS

Extra-curricular activities include membership in clubs and organizations (i.e. Photography Club, Honor Society, Sports Teams, etc.) and extra-curricular activities include any event held on campus that is sponsored by the school (i.e. Fall Festival, Sports Events, Dances, etc.). To participate in those activities and events, students must be in good standing. Excessive absences and tardies, discipline referrals, academic failures, classroom behavioral issues, In-School Suspension (ISS), Out of School Suspension (OSS), and other inappropriate actions as determined by the principal may result in the student losing the privilege to participate in these activities and events

PHYSICAL EDUCATION (P.E.)

Every day your child will be involved in Physical Education class or time on the playground. Daily physical activity is an important part of your child's overall well-being and is required as part of their grade. Students are required to have appropriate tennis/walking shoes that cover the foot completely and stay on during physical activity. (Students may keep PE shoes in their assigned cubby/storage box at school.) This is for safety reasons as well as giving your child the ability to participate and earn their grade.

We want to know what we should or should not do to help take care of your child. When your child is sick, injured, or has any medical condition that requires them to sit out of P.E., please call and send us a note of explanation. We want the children to be safe, to learn, and to have fun in P.E. and on the playground.

PICTURES

Fall pictures will be made for students in September or October. Spring pictures will be taken in March or April. Christmas pictures will be made immediately following Thanksgiving. Notices will be sent home as a reminder before pictures are taken.

REPORT CARDS

Report cards are issued four times a year, after each nine-week grading period. A report card is given to each student approximately ten calendar days after the end of the grading period. Parents are requested to sign the report card in the appropriate place and return it to school the day after it is issued. Often report cards will be handed out directly to parents at Report Card Pickup day and parents are encouraged to attend this parent conference opportunity as announced.

ROLLING BOOKBAGS

Since lockers are not available for middle school students, rolling bags will be allowed, though parents are responsible for finding one that will not scuff the floor. A student using their bookbag inappropriately and/or scuffing the floor may lose the privilege of bringing one.

SCHOOL CLOSING

In the event of inclement weather or mechanical breakdown, the school may be closed, have its start time delayed, or students may be dismissed early. Any such circumstance will be announced over local radio and television stations. You may also be notified through the Caldwell County Schools communications system, Blackboard Connect. If no report is heard, it may be assumed that school will operate on a regular schedule. Please do not call the school office, as we receive our information from the radio or school information line also. This will allow our school phone lines to remain open for emergency calls.

SCHOOL DAY

The school day begins at 8:00 a.m. Students should be in their homeroom by 7:55 a.m. Students arriving late must go by the office to receive a tardy slip. Bus students will be dismissed at 2:45 p.m., and it is the student's responsibility to quickly board the bus. Car riders will be dismissed after the buses depart which should be approximately 2:50 p.m. Students going home with each other, whether by bus or by car, must have a note from each student's parent stating their permission. These requests, and any change in the normal procedure of going home must be preceded by a note from home to the principal explaining the reason for the change. All notes must be approved in the office before 8am. A parent note indicating a change in buses (to go home with another student or be dropped off at an "alternate" location such as a grandparent, etc.) will be honored as space permits and at the discretion of the principal or the principal designee.

SCHOOL SAFETY

School safety is a top priority for school administration and teachers. Each school has a Crisis Management Plan that addresses major crises, such as bad weather, armed intruder on campus, chemical spill, etc., and defines the steps that should be taken to ensure the safety of children. Law enforcement and emergency agencies work closely with school administration to prevent or prepare for these incidents that would threaten the safety of students. As our culture and environment continue to change, crisis response is modified to meet the current demands in society. Each year, schools are required to conduct at least two lockdown drills in an effort to be prepared for an emergency. For more information, contact the School-Community Relations Office, 728-8407, ext. 120.

SCREENINGS FOR HEARING AND SPEECH

Mass Pure-Tone Hearing Screenings will be conducted annually for Kindergarten, 1st, 3rd, and 5th grades. Parents who do not wish for their child to participate in the Mass Hearing screenings will need to inform the school in writing within 5 days of starting school. Students in other grades who are suspect for hearing difficulties will be screened individually after obtaining parental permission. Mass Speech and Language Screenings will be conducted for Kindergarten only. Any other student who is suspect for speech and language delays will be screened individually after obtaining parental permission.

STUDENT RECORDS

It is the responsibility of the parent(s)/guardian(s) to keep student records accurate and current. All medical records, including immunization records, must be updated regularly. The accurate legal residence will be the listed residence. Any changes, including phone numbers, cell phone numbers, e-mail addresses and any changes to residence, legal status, guardianship, etc. must be made immediately by the parent by contacting the main office and providing the appropriate documentation. The school will maintain the cumulative record of every student with information as updated according to procedure and policy.

It is imperative that phone numbers, addresses, and e-mail addresses be kept current at all times. Primary contact is often made by telephone. Often inclement weather alerts, announcements, deadlines, and other important information is delivered by Blackboard Connect, the Caldwell County Schools automated messaging system so the information provided by the parent is critical. It is parent's responsibility to change and update information by contacting or visiting the main office in a timely manner. One week is considered sufficient time to call in those changes. (*CCSB Policy 3800: Student Records*)

SUPERVISION – MORNING/AFTERNOON

Students should be dropped off at school no earlier than 7:15am. Students arriving at school should report to the cafeteria if they are eating breakfast (not before 7:15 am). Students should report directly to the gym if not eating breakfast and it is after 7:15 am. Parents who transport their children should not bring them to school before 7:15 a.m. as we are unable to provide adequate staff for supervision of students and all students on campus must be adequately supervised. On days that school is delayed, the supervised time will be 30 minutes prior to the delayed start time. Students may not enter the main building before 7:45am.

Parents may not enter the cafeteria, gym, or main building unless they first sign in at the front office and receive a visitor's pass. Any student dropped off after 8:00 a.m. or picked up before 2:45 p.m. must be signed in/out in the front office by a parent/guardian.

Children will remain in their designated classroom until school is dismissed. First bus load students will be dismissed at 2:45 p.m. Walkers and car riders will be dismissed at approximately 2:50 p.m. Second bus load students will stay in designated rooms, under teacher supervision, until their bus load is dismissed. All second load buses are normally dismissed by 3:20 p.m. and all students must leave campus at those designated times unless they have specific permission to remain later from parent/guardian that has been approved by a staff member.

TARDY POLICY (AND EARLY DISMISSAL POLICY)

For your child's protection, a student will not be permitted to leave school before the regular dismissal time unless a parent/guardian comes to the school and signs the student out in the main office. A student arriving late must have a parent/guardian come into the main office to sign them in. If someone other than a parent/guardian is signing in a

student late or signing out a student early, it will be necessary for the person dropping off or picking up the child to have his/her name on file in the office. Students must always receive office approval before leaving school grounds. Students must be in attendance for one-half of the school day to be counted present for the day.

Excessive tardies and early dismissals (check-outs) – **a combined total of 10 or more** - are not permitted. Tardies and early dismissals disrupt a student's access to instructional time and can also disrupt the classroom environment. Regardless of the number of absences a student has, students that have excessive tardies and or early dismissals may have any of the following:

- An attendance contract that has specific requirements and listed consequences for failure to meet the school expectations for student attendance;
- Scheduled "make-up" time on teacher workdays or Saturdays;
- Removal from any perfect attendance listing, ineligibility for any perfect attendance awards, designations, or reward activities;
- Other corrective action as deemed appropriate and necessary by the Attendance Committee and/or principal.

Since bus transportation is provided as an option, the school's expectation is that students will be on time to school every day and will leave school at the scheduled time.

Middle School Note: Middle School (grades 6-8) students that have three unexcused tardies will be assigned detention at principal's discretion Workday. (*CCSB Policy 3200: Student Attendance*)

TECHNOLOGY

Collettsville School has three networked computer labs with 70+ stations for students. Additionally, computers are available in each classroom and are networked throughout the school and Internet accessible. All students and parents must sign an Internet Use Policy each year and students must abide by all of Internet guidelines at all times. Failure to follow all guidelines may result in computer privileges being revoked or limited. Disciplinary action may be taken at the discretion of the principal. These rules include any personal handheld devices on campus.

TELEPHONES

The telephones in the office and classrooms are for school business only. **Students will not be allowed to receive a telephone call.** If a parent must get an emergency message to the student, they will call the front office to leave it with a staff member to deliver. Classes will not be interrupted for incoming calls. Never leave transportation information or changes on a voicemail as it may not be checked in time. Students should never use the telephone without permission from a school official.

The number of incoming phone lines in any school, including Collettsville School, are limited. Please limit calls during school hours. The best time to call to reach staff members, leave messages for staff member, to make inquiries, or to set up appointments and conferences is from 2:45-4:00 pm. Staff can also be reached easily – 24 hours a day

– via email through the website.

If you must make an emergency transportation change for your child, please contact the office as early in the day as possible. Lines may be very busy between 1pm and 2:45pm and you may be unable to get through in time. **Transportation changes should only be done when absolutely necessary.** Moving a student to another bus will be done if space is available and at the principal's discretion, so please make those calls early enough for that review and approval.

TEXTBOOKS

Textbooks issued to students are the property of the Caldwell County Board of Education. Textbooks should be used with care and returned in good condition. Students will be responsible for books which are lost, stolen, or damaged beyond use.

VISITORS/VOLUNTEERS

Visitors and volunteers are welcome and are required to report to the office to sign in and receive an ID badge upon arrival. Once signed in, the computer will generate a photo ID of the visitor or volunteer that must be worn in an easily visible place.

All parents and visitors must obtain permission of the administration before entering the classroom. Visitors are expected to leave promptly when their business is completed and sign out in the office. Visitors and volunteers should adhere to school and classroom policies to ensure that the normal routine of your child's education is interrupted as little as possible. Volunteers should coordinate activities with the classroom teacher prior to the date of service. Volunteer hours are tracked by the main office. All visitors and volunteers must wear the ID badge in a visible place and must sign out in the main office when leaving campus.

WEB PAGE

Collettsville School has a web page which is updated regularly. A current calendar that is updated daily is there for parents to see at any time. We recommend that you bookmark the website and visit it daily to keep updated on everything about the school. Parents can find useful information about the school in general as well as their child's specific class.

The school has a social networking site (Facebook). Upcoming activities, news, pictures, links, and other information can also be accessed through the official school web page. The web page can be accessed by going to the Caldwell County Schools website, choose "Schools," choose "K-8", and then "Collettsville School."

All programs, activities and facilities of the Caldwell County School system are available to all on a non-discriminatory basis, without regard to race, color, creed, religion, sex, age, handicap, or national origin. The school system is an equal access Equal Opportunity Employer. Questions pertaining to educational equity, equal opportunity, or equal access should be addressed to the Associate Superintendent of Human Resources.

COLLETTSVILLE SCHOOL EXPECTATIONS OF STUDENT CONDUCT

Students and parents should read CCSB policy “3300: Student Conduct” together. It is included in this handbook. Teachers will go over this policy in detail during the first few days of school. All students will be held to the standards of behavior detailed in that policy. Failure to meet behavioral expectations will result in appropriate consequences.

Some guidelines specific to Collettsville School are listed below. Immediately following this listing, parents and students will find copies of the pertinent Caldwell County School Board policies.

At Collettsville School, students are expected to:

- Respect themselves (in dress, manners, actions, language & conduct)
- Respect others (including peers and adults)
- Respect property (including the school, other’s property & their own)
- Respect time (by being on-time, staying on-task, & not wasting other’s time)
- Respect space (by keeping hands/feet to themselves)
- Respect education (by doing their very best at all times)

ASAP: A SUSPENSION ALTERNATIVE PROGRAM

Caldwell County Schools is pleased to offer an alternative to out of school suspension. Students in grades 6-12, when deemed appropriate candidates for this program, may participate in A.S.A.P. for short-term out of school suspensions (one to ten days) in lieu of being home during this time. This program will consist of community service, counseling, and an opportunity to complete academic assignments. Upon successful completion of the program, the student’s OSS will be converted to “supervised activities,” which shows the student as present. Benefits to the student and family include keeping up with academic assignments, contributing to the community, counseling services, and increased supervision during the period of suspension.

CELL PHONE USE

Students who have cell phones on school grounds must keep them turned OFF and out of sight during the school day (from the first bell until the dismissal bell) and may not use them without PRIOR permission of the principal or teacher. A student may not use a cell phone or electronic device (such as iPods, etc.) at any time for any reason without permission including, but not limited to, checking the time, checking for messages, or texting. The first offense will result in the phone/device being confiscated and a scheduled conference with the parent/guardian. At that conference, the parent/guardian may retrieve the phone/device. Further offenses may result in other disciplinary action such as detention, in-school suspension, and/or out-of-school Suspension. (*CCSB Policy 3300: Student Conduct*)

INFRACTIONS

Teachers will handle many infractions within the classroom according to their class rules

and will notify parents as necessary. The principal will notify parents of major infractions. Please make sure contact information is kept current for this reason, among others. The staff and principal appreciate the support of parents regarding consequences and students being responsible for their actions. Working together, the educational community can instill a sense of personal pride and responsibility in students that will prepare them for the real world and life in general.